

TOWN OF NEEDHAM PROMOTION POLICY #424

1. PURPOSE AND SCOPE

The purpose of this policy is to outline procedural requirements relating to employee promotion, transfer, and position reclassification.

2. APPLICABILITY

This policy applies to all non-represented, full-time and permanent part-time General Government employees.

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

Promotion A change from a position of lower classification and compensation grade to a position in the same department and with similar work, but with greater responsibilities and in a higher classification and compensation grade.

Reclassification A change made to a position title within the Classification Plan as a result of a change in duties required to be performed.

Lateral Transfer A change from one position to another of the same classification and compensation.

4. POLICY

4.1 Promotion Employees promoted to higher-rated positions shall enter them at the minimum rate of the higher position's compensation range or the step rate in the higher position's compensation immediately above their rate prior to promotion, whichever is higher. The effective date of a promotion becomes the employee's new step date for the purpose of future satisfactory performance step or performance range increases.

4.2 Lateral Transfer An employee who transfers to a position of equal grade shall enter the new position at the same step as his/her prior position, and shall retain the same step date for the purposes of future satisfactory performance step increases.

4.3 Reclassification

4.3.1 When any position is reclassified to a title of a higher grade within the classification plan, the incumbent shall be placed at the minimum rate of the higher position's compensation range or the step rate in the higher position's compensation

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immediately above their rate prior to promotion, whichever is higher. The effective date of the reclassification shall be the employee's step date for the purposes of future satisfactory step increases.

- 4.3.2 When any position is reclassified to a title of a lower grade within the classification plan, the affected incumbents shall be granted a personal interim rate. Employees who are assigned a personal interim rate shall be entitled to continue to receive step increases on their former schedule until reaching the maximum rate, and shall be entitled to receive general wage increase, if applicable.

4.4 Compensation Increases

- 4.4.1 Upon receipt of a written request from the appointing authority/department manager, and subject to appropriation, the Town Administrator may approve a compensation increase at the time of promotion, transfer or reclassification, if warranted by the employee's qualifications and performance. The effective date of the promotion, transfer or reclassification shall become the employee's review date for the purposes of future compensation increases.
- 4.4.2 In the event that an appointing authority is not satisfied with the determination made by the Town Administrator, he or she may request that the Chairman of the Personnel Board/designee mediate the matter. If the Appointing Authority is not satisfied as to the decision of the Town Administrator, he or she may file an appeal with the Personnel Board in accordance with Section 8.7 of the Personnel By-law.
- 4.4.3 The Town Administrator/designee shall provide the Personnel Board with reports at each of the Board's meetings as to the number and amount of adjustments granted in accordance with this policy. Such reports will include all documentation (if any) submitted to the Town Administrator in support of the request and any written response provided by the Town Administrator to the appointing authority.

Effective September 11, 2000